



## Maryland Home Performance Rebate Checklist

**Maryland homeowners: To reserve your rebate, complete these 6 steps:**

- ☐ 1. Get a comprehensive home energy audit (also known as a home energy assessment) by an approved contractor listed on the Maryland Home Performance with ENERGY STAR website ([www.mdhomeperformance.org](http://www.mdhomeperformance.org)).
- ☐ 2. Sign contract with a Maryland Home Performance with ENERGY STAR contractor to get your energy improvements done. The total job cost (including the audit) must be at least \$1000 to qualify for rebates. Qualifying improvements are:

Eligible Improvement	Maximum Rebate
Energy Audit	\$100
Whole-House Air Sealing	35% of improvement cost, \$1500 maximum
Attic Insulation	35% of improvement cost, \$1500 maximum
Duct Sealing or Replacement or Insulation	35% of improvement cost, \$1500 maximum
Wall Insulation	35% of improvement cost, \$1500 maximum
Insulation (Crawl Space or Basement)	35% of improvement cost, \$1500 maximum
Insulation (Rim Joist)	35% of improvement cost, \$1500 maximum
<b>Total</b>	<b>Maximum \$3100</b>

- ☐ 3. Fill out Maryland Home Performance Rebate Fund Reservation Form (found at [www.energy.maryland.gov](http://www.energy.maryland.gov))
- ☐ 4. Submit the following:
  - ☐ Signed and dated Rebate Fund Reservation Form
  - ☐ Copy of the energy audit report
  - ☐ Copy of itemized and signed contract for energy efficiency improvement work

**[www.mdhomeperformance.org](http://www.mdhomeperformance.org)**

Form version: 1/18/11

☐ Signed and dated Terms and Conditions page (found at [www.energy.maryland.gov](http://www.energy.maryland.gov))  
to:  
SRA International, Inc.  
Attention: Maryland Home Performance Rebates  
7475 Wisconsin Avenue Suite 900  
Bethesda, MD 20814

You will be notified by mail and email of your reservation status within 2-4 weeks.

- ☐ 5. Work with your Maryland Home Performance with ENERGY STAR contractor to get your home energy improvements scheduled and completed.

**After completing your home energy improvements:**

- ☐ 6. Submit the following to the address above:
- ☐ Completion Certificate (with all required information including your Social Security Number\*)
  - ☐ Copy of paid sales invoice, which includes:
    - ☐ Itemized list of measures, including the actual price paid for each measure
    - ☐ Date of final payment
  - ☐ Test-out form from contractor

The rebate will be processed for payment upon MEA's receipt of the Completion Certificate (including all requested information and supporting documents) and verification that the project meets the terms and conditions of the offer.

You will receive your rebate check in 6-8 weeks after ALL documentation is received.

\*Your social security number is required on the Completion Certificate because the Home Performance rebate is considered taxable income. Rebate recipients will receive a Form 1099-G from the State of Maryland.

**Additional utility rebates**

Additional rebates may be available from your electric utility provider. The Maryland Home Performance program is separate and distinct from Home Performance with ENERGY STAR programs offered by Maryland utilities. There may be different terms and conditions, efficiency requirements, application forms and processes, and participating contractors. Before proceeding with a project, residential homeowners are encouraged to learn about their utility's Home Performance with ENERGY STAR program to qualify for the maximum number of rebates.

**For more information:**

Email [mdhomeperformance@sra.com](mailto:mdhomeperformance@sra.com); include "Rebate Program" in the subject line.

**[www.mdhomeperformance.org](http://www.mdhomeperformance.org)**

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